



ICAR - CENTRAL ISLAND AGRICULTURAL RESEARCH INSTITUTE

IS/ISO 9001 : 2008 CERTIFIED

BATHU BASTI, GARACHARMA PO., PORT BLAIR -744105, INDIA

FAX No. 03192-251068 Phone No: 250235, 250436

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**STANDARD ONLINE (E-PROCUREMENT MODE)  
BIDDING DOCUMENTS FOR  
ANNUAL RATE CONTRACT FOR SUPPLY OF FEED INGREDIENTS  
Document to be submitted online  
as per Schedule of requirement**

**NOTICE INVITING ONLINE TENDER**

File No. 51-29/2021-22/ST/AS

Dated :14.06.2021

The Director, ICAR-CIARI, Port Blair, invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from the manufacturers/authorized dealers/stockiest for entering into an Annual Rate Contract for supply of feed ingredients, medicine and supplement for this Institute

**CRITICAL DATE SHEET**

Tender ID (To be allotted by portal after uploading of tender)	
Tender Reference No	File No. 51-29/2021-22/ST/AS Dated :08.06.2020
Date of release of Tender through e-procurement Portal	16.06.2021 at 04.30 pm
Bid Submission Start Date (Online)	16.06.2021 at 04.30 pm
Last date for Receipt of EMD at ICAR-CIARI, Port Blair	09.07.2021 at 03.30 pm
Last Date & time for submission of online Bid	12.07.2021 at 03.30 pm
Date & time for opening of Bid	14.07.2021 at 11.00 A.M.
Address for Communication	The Director, ICAR-CIARI, Bathu basti, Garacharma, (P.O.), Port Blair-744105

Sd/-

Assistant Administrative Officer

Copy to:- I/c. AKMU Cell, ICAR-CIARI with request to upload the tender notice on our Institute website



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**STANDARD ONLINE (E-PROCUREMENT MODE)  
BIDDING DOCUMENTS FOR  
ANNUAL RATE CONTRACT FOR SUPPLY OF FEED INGREDIENTS**  
Document to be submitted online  
as per Schedule of requirement

**Competitive Bidding Tender Document**

File No. 51-29/2021-22/ST/AS

Dated: 14.06.2021

**SCHEDULE OF REQUIREMENT**

Sl.No	Brief description of goods	Quantity
1.	Maize	51 Tonne
2.	Wheat	06 Tonne
3.	Broken Rice	11 Tonne
4.	Coconut de oiled cake	9.5 Tonne
5.	Rice bran	21.05 Tonne
6.	Ground nut de oiled cake	5.5 Tonne
7.	Soybean meal	20 Tonne
8.	Mineral mixture	9.5 Tonne
9	Salt	04 Tonne
10	Shell grit	3.6 Tonne
11	Commercial toxin binder for poultry	140 Kg
12	Threonine	163 Kg
13	Cysteine	70 Kg
14	Tryptophan	55 Kg
15	Amprolium (20-30%)	20 Kg

**Rates to be quoted in unit price (per ton)**

**GST, (if, applicable) should be indicated separately.**

### **IMPORTANT NOTES:-**

1. Tender Documents can be downloaded from the ICAR-CIARI website [www.ciari.icar.gov.in](http://www.ciari.icar.gov.in) or from the Central Public Procurement Portal URL:<http://eprocure.gov.in/eprocure/app>. Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through **sealed cover/email/post/fax** etc. will be rejected.
3. ICAR-CIARI, Garacharma, Port Blair will not be held responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website URL:<http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
4. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through the above mentioned websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit the website for updates.

Place: Port Blair

Date:-

Sd/-  
Assistant Administrative Officer  
For Director, ICAR-CIARI



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ANDAMAN AND NICOBAR GROUP OF ISLANDS  
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Annexure-I

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:<http://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.

**For Registration**

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.
4. All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.
5. All the communications with respect to the tender shall be addressed to: The Director, ICAR-CIARI, BathuBasti, Garacharma, P.O., Port Blair-744105.
6. The firms are also required to upload copies of the following documents failing which the quotation will not be considered:-

**DOCUMENTS TO BE UPLOADED IN COVER-I**

**(A) TECHNICAL BID**

- a. Scanned copy of EMD of Rs.45,000/- (Rupees Forty five thousand only)/its exemption, if any
- b. Scanned copy of Firms registration.
- c. Scanned copy of PAN Card.
- d. Scanned copy of GST allotted to the firm.
- e. Tender Acceptance letter (Annexure-IV)
- f. Scanned copy of Manufacturers Authorization Certificate.
- g. Scanned copy of Bank Account Details duly filled in Annexure-III.
- h. Scanned copy of check list (Annexure -VII) duly filled.

**(B) FINANCIAL BID / BOQ**

- a. Price Bid as BoQ\_XXXX.xls to be filled online and submitted. Please note that the file name should not be changed. (Annexure -IX)

Sd/-  
Assistant Administrative Officer

**TERMS AND CONDITIONS**

1. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in Annexure –I. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
2. Bidder shall select the payment option as offline to pay the EMD.
3. Price once quoted will be final and no further negotiation/alteration will be made thereafter.
4. The rates should be quoted as per the BOQ uploaded on the CPP Portal. The bidders are advised to download this BOQ\_XXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-CIARI, Garacharma, Port Blair.
5. In case, holiday is declared by the Government on the day of opening the bids of the tender happened to be non-working day due to Bandh/Strike as any other reasons, the tender will be opened on the following working day at the same time.
6. Bid Validity: **90**days.
7. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:  
[http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page)
8. The Annual Rate Contract shall be valid for a period of one year from the date of placing of the ARC order which may be further extended for a maximum period of up to one year in total on same terms & conditions.
9. The quoted price/rates of the feed shall remain firm and fixed during the currency of the Annual Rate Contract and shall not be subject to variation on any account, whatsoever, excluding statutory variation, if any.
10. The quantity of feed mentioned in the above schedule are approximate and may be increased or decreased by 10-15% subject to the stock position of animals and according to the actual requirement.
11. The Institute will place order (s) according to time to time requirement and the firm shall deliver the order (s) quantity of feed ingredients within 30 days from the date of placement of such order (s). Liquidated charges @ 0.5% per week thereof be imposed if supply is made after expiry of delivery period subject to 10% of the value of the order(s).
12. The firm shall deliver the feed ingredients at our site (Central Store/Animal Science Division, ICAR-CIARI, Garacharma, Port Blair) with in the ARC prices. Expenditure on loading /unloading at different sheds/feed godown, ICAR-CIARI, Garacharma, Port Blair will have to be borne by the supplier. The Institute will not pay any such expenditure separately to the supplier. It should be included in their quoted price.
13. The feed ingredients should be delivered at ICAR-CIARI, Garacharma, Port Blair and the supplier shall be responsible for any damage of goods during the transit.
14. The quality of the supplied feed ingredients should strictly be of good quality and shall be as per the satisfaction of HoD , Animal Science Division, ICAR-CIARI, Port Blair else ; it will be rejected.

15. Payment will be made within 30 days from the date of delivery of the order(s) conforming the quality and quantity of the feed ingredients weighing the and on submission of bill in triplicate.
16. The Annual Rate Contract should deposit performance security equivalent to 10% of the contract value which will be released on satisfactory completion of the rate contract. In the case of not honoring the rate contract /non-delivery of order (s) in time as per the quality control requirement, the performance security amount may be forfeited. The EMD will be released on submission on the required performance security.
17. Dispute resolution: Decision of Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties.
18. ICAR-Central Island Agricultural Research Institute, Port Blair is exempted from payment of Excise Duty/Customs duty/GST vide Govt. Notfn. No. -51/96-customs dated 23<sup>rd</sup> July, 1996; Notfn. No. 47/2017-Intergrated Tax (Rate) dated 14<sup>th</sup> Nov 2017, Notfn. No. 45/2017-Central Tax (Rate) dated 14<sup>th</sup> Nov 2017 and Notfn. No. 45/2017-Union Territory Tax (Rate) dated 14<sup>th</sup> Nov 2017. If required, necessary certificate in this regards will be provided by the Institute. Price of the products should be exclusive of GST and may by shown separately, if applicable, to avail exemption/concession against DSIR certificate.
19. The payment will be made on actual delivery of the materials in good condition and on submission of bill in triplicate of the concerned order(s). Advance payment will not be made in any circumstances for ordered consignment (s) under the ARC.
20. The Director, ICAR-CIARI, Port Blair shall have the right to accept or reject any or all the tenders without assigning any reasons in the public interest.

Sd/-

Assistant Administrative Officer

**E- Payment / NEFT / RTGS Mandate Form**

Name of the Account Holder :

Account Number :

Name of the Bank :

Branch Code of the Bank :

Address of the Bank :

IFSC Code :

MICR Code :

Contract Number (Landline / Mobile) :

E- Mail Address :

(Signatures of the Account Holder)

**TENDER ACCEPTANCE LETTER**

(to be given on Company letter head)

Date:

To,  
The Director,  
ICAR-CIARI,  
Garacharma,  
Port Blair-744105

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

Dear Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender from the website (s) namely:

as per your advertisement,, given in the above mentioned website(s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No.\_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.

5. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.

6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedies including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



Technical Specification for quality control requirements of feed ingredient (Mineral mixture)

Ingredients	Cattle	Pigs	Goat	Poultry
Calcium-20-24%, Phosphorus-10-12%, Sulphur-0.922-0.9223%, Cobalt-140-150mg, Copper-1200-1300mg, Iodine-320-325mg, Iron-5000-5100mg, Magnesium-6000-6100mg, Manganese-1500-1600mg, Potassium- 120-150mg, Sodium-5.9-6.0mg, Zinc-9600-9700mg, DL-Methionine-1920-1930mg, L-Lysine MHC-4400-4500mg)				

QUESTIONNAIRE

1.	Name of the Firm / Agency	
2.	Constitution of the Firm / Agency (Governing Act ) a) Indian Companies Act, 1956 b) Indian Partnership Act, 1932 (please give names of partners) c) Any other Act, Please specify.	
3.	<b>For partnership firms</b> ,whether registered under The Indian partnership Act, 1932?  i) If yes, Please state further whether by the Partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender?  ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.  iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general Power of attorney as the case may be.	
4.	(a) Are you a small scale unit currently registered with the National Small Industries Corporation (NSIC) under Single Point Registration Scheme for the items(s) quoted ? If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.  (b) If you are not registered either with NSIC , please state whether you are currently registered with Directorate of Industries of the State Government concerned. If so indicate the date up to which you are registered and whether there is any monetary limit on your registration.	
5.	Name and Full Address of the Bankers	

6.	Registration Number of the Firm	
7.	PAN / TIN of the Firm	
8.	Experience in no. of years (Name and address of client departments may be indicated in chronological order and supporting documents may be attached in same manner)	
9.	Whether the Firm possesses the required technical competence, financial resources & reputation to execute the supplies. Please mention clearly.	

**Note :** The information required at serial no. 1 to 9 must accompanied with the certified copies of the documents and attached as per the serial number failing which the tender is liable to be rejected. No other document needs to be attached with the tender form. All pages of tender documents & supporting documents must be duly signed by the tenderer.

**Part –II (Details of Firm Representative):**

**1,** Name and address of the firm's representative, if any, and whether the firm would be represented at the time of opening of the tenders.

**Bidder (s) / Authorized Signatory (ies)**

Dated : \_\_\_\_\_

Place: \_\_\_\_\_



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Annexure-VII

Name of the Firm :

Tender Reference No :

Name of the Tender:

**Check List**

Sl. No	Details	Submitted (Yes/No)	If submitted , mention page no. of pdf file	Remarks
1.	Scanned copy of Earnest Money Deposit ( EMD)/its exemption, if any			
2.	Scanned copy of Firms registration			
3.	Scanned copy of PAN Card			
4.	Scanned copy of GSTIN. Allotted to the firm			
5.	Tender Acceptance letter (Annexure-IV)			
6.	Scanned copy of Manufacturers Authorization Certificate			
7.	Scanned copy of Bank details (Annexure-IV).			

Signature of the Bidder,  
with Official Seal

### **Bidders guidance for Online Bid Submission**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app> ) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area

available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. The Bidder has to select the payment option as “Offline” to pay the EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted / couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white colored (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids) i.e. after Clicking “Freeze Bid Submission: in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

#### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1204200462

### **General Instructions to the Bidders**

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e- Procurement at <http://eprocure.gov.in/eprocure/app>

KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY  
CPP Portal website: [www.eprocure.gov.in](http://www.eprocure.gov.in)

Sd/-  
Assistant Administrative Officer



Annexure - IX

**FINANCIAL BID**

Sl.No	Brief description of goods	Quantity	
1.	Maize	51 Tonne	<p><b>The rate should be quoted in BoQ file only in Rs./Tonne</b></p>
2.	Wheat	06 Tonne	
3.	Broken Rice	11 Tonne	
4.	Coconut de oiled cake	9.5 Tonne	
5.	Rice bran	21.05 Tonne	
6.	Ground nut de oiled cake	5.5 Tonne	
7.	Soybean meal	20 Tonne	
8	Mineral mixture	9.5 Tonne	
9	Salt	04 Tonne	
10	Shell grit	3.6 Tonne	
11	Commercial toxin binder for poultry	140 Kg	
12	Threonine	163 Kg	
13	Cysteine	70 Kg	
14	Tryptophan	55 Kg	
15	Amprolium (20-30%)	20 Kg	

**Note :-** i) Rates to be quoted in unit price (per ton)

ii) GST, (if, applicable) should be indicated separately

